

Checklist: Create Your Search Plan

Directions: Use this checklist to keep track of your activities as you create a search plan. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes beneath each category of activity and at the bottom of the checklist.

Done	Activity
	Identify Your Topic and the Conversation You Plan to Join
<input type="checkbox"/>	List Your Research Question

Notes:

	Resources for Locating Information
<input type="checkbox"/>	Library Catalogs

Notes:

	Databases
<input type="checkbox"/>	Subject Databases
<input type="checkbox"/>	Bibliographic Databases
<input type="checkbox"/>	Full-Text Databases
<input type="checkbox"/>	Citation Databases

Notes:

	World Wide Web and Internet Resources
<input type="checkbox"/>	Web Search Engines
<input type="checkbox"/>	Web Directories
<input type="checkbox"/>	Meta Search Sites
<input type="checkbox"/>	Expert Sites
<input type="checkbox"/>	Specialized Sites
<input type="checkbox"/>	Newsgroups and Mailing List Search Sites
<input type="checkbox"/>	Government Document Sites

Notes:

Print Resources

- ☐ Library Reference Rooms
- ☐ Library Periodical Rooms
- ☐ Library Stacks
- ☐ Microform Collections

Notes:

Field Resources

- ☐ Interviews
- ☐ Observations
- ☐ Surveys
- ☐ Correspondence
- ☐ Public Events
- ☐ Broadcast Media

Notes:

Strategies for Searching for and Collecting Information

Online Searches

- ☐ Keyword Searches
- ☐ Wildcard Searches
- ☐ Phrase Searches
- ☐ Boolean Searches
- ☐ Web Directory Searches

Notes:

Publication Information Searches

- ☐ Title Searches
- ☐ Author Searches
- ☐ Subject Searches
- ☐ Publication Year Searches

☐ Call Number Searches

Notes:

Print Searches

☐ Searching the Stacks

☐ Searching for Periodicals

☐ Using Copy Machines

☐ Using Interlibrary Loan

☐ Using Fax-on-Demand Services

Notes:

Field Research

☐ Interview Strategies

☐ Observation Strategies

☐ Survey Techniques

☐ Correspondence Strategies

☐ Attending Public Events

☐ Recording Broadcasts

Notes:

Keywords

☐ List Keywords for Searches

Notes:

Managing Your Information

☐ Creating a Project Workspace

☐ Managing Electronic Information

☐ Managing Print Information

Notes:

Checklist: Narrowing Your Topic

Directions: Use this checklist to keep track of your activities as you narrow your topic. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
	Identifying an Appropriate Conversation within Your Topic
<input type="checkbox"/>	1. What recurring ideas and information have you found?
<input type="checkbox"/>	2. What problems are discussed in your sources?
<input type="checkbox"/>	3. What similarities and differences have you found among your sources?
<input type="checkbox"/>	4. What agreements and disagreements have you found in your sources?
<input type="checkbox"/>	5. Have you noticed any gaps--anything that's missing--in the sources you've read?
<input type="checkbox"/>	6. How do the ideas and information you've found relate to your personal experiences and interests?
	Choosing a Conversation by Considering Your Research Writing Situation
<input type="checkbox"/>	7. How can a particular conversation help you achieve your purposes as a writer?
<input type="checkbox"/>	8. In what ways will joining a particular conversation help you sustain your interest in this project?
<input type="checkbox"/>	9. How will joining this conversation help you address your readers' needs and interests?
<input type="checkbox"/>	10. What limitations will you face if you attempt to join this conversation?
<input type="checkbox"/>	11. What opportunities could you take advantage of if you join this conversation?
Notes:	
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Checklist: Skimming Sources

Directions: Use this checklist to guide your activities as you skim a source. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
<input type="checkbox"/>	1. Identify the type of document – for example, book, magazine article, opinion column, scholarly journal article, personal Web site, Blog entry.
<input type="checkbox"/>	2. Check the title.
<input type="checkbox"/>	3. Check the table of contents if one is provided.
<input type="checkbox"/>	4. Read the abstract, if one is provided, or the introduction.
<input type="checkbox"/>	5. Check major headings and subheadings.
<input type="checkbox"/>	6. Read the titles or captions of any figures and tables.
<input type="checkbox"/>	7. Look for pull quotes (quotations or brief passages pulled out into the margins or set somewhere on the page in larger type).
<input type="checkbox"/>	8. Scan the first sentences and last sentences of paragraphs for key information.
<input type="checkbox"/>	9. Check the works cited list, if one is provided.
Notes:	
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Checklist: Avoiding Plagiarism

Directions: Use this checklist to keep track of your activities as you work with sources and as you integrate information and ideas from your sources into your project document. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
<input type="checkbox"/>	1. When taking notes, place quotation marks around any direct quotations, use ellipses and brackets appropriately, and identify the source and the page number (if any) of the quotation.
<input type="checkbox"/>	2. When taking notes, make sure paraphrases differ significantly in word choice and sentence structure from the passage being paraphrased and identify the source and page number from which you took the paraphrase.
<input type="checkbox"/>	3. When taking notes, make sure summaries are not just series of passages copied from the source.
<input type="checkbox"/>	4. In your document, use signal phrases to distinguish between your ideas and those from your sources.
<input type="checkbox"/>	5. In your document, make sure you've acknowledged your sources and correctly attributed your quotations.
<input type="checkbox"/>	6. In your document, make sure you've used a bibliography or references list and clearly identified all sources in some way (using footnotes, endnotes, or in-text citations).
<input type="checkbox"/>	7. Make sure that you haven't quoted so much of a source that it exceeds the fair use provision guidelines.

Notes:

Checklist: Evaluating Sources

Directions: Use this checklist to keep track of your activities as evaluate sources. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
<input type="checkbox"/>	1. <i>Determine whether the source is relevant.</i> Ask whether the source will help you accomplish your purposes and address your readers' needs and interests.
<input type="checkbox"/>	2. <i>Determine whether the source provides evidence and uses it appropriately.</i> Ask whether enough evidence of the right kind is offered? Ask whether evidence is used fairly, whether it is convincing, and whether its source is provided.
<input type="checkbox"/>	3. <i>Learn about the author of the source.</i> Ask whether the author is knowledgeable. Try to determine the author's affiliation and consider how the author's biases affect the arguments, ideas, and information in the source.
<input type="checkbox"/>	4. <i>Learn about the publisher of the source.</i> Try to locate information about the publisher and consider how the publisher's biases affect the arguments, ideas, and information in the source.
<input type="checkbox"/>	5. <i>Consider the timeliness of the source</i> and its impact on and relevance to your project.
<input type="checkbox"/>	6. <i>Consider the comprehensiveness of the source</i> and its impact on and relevance to your project.
Notes:	
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Checklist: Taking Notes

Directions: Use this checklist to guide your activities as you skim a source. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
	To quote a source:
<input type="checkbox"/>	1. Identify the author, title, and the page or paragraph where the passage can be found.
<input type="checkbox"/>	2. Avoid unintentional plagiarism by using quotation marks.
<input type="checkbox"/>	3. Use ellipses, brackets, and <i>sic</i> as necessary.
<input type="checkbox"/>	4. Check your note against the original passage to be sure you aren't introducing errors or misrepresenting the source.
	To paraphrase a source:
<input type="checkbox"/>	1. Be sure that you understand the passage by reading it and the surrounding text carefully.
<input type="checkbox"/>	2. Restate the passage in your own words. Make sure that you do more than simply change key words.
<input type="checkbox"/>	3. Avoid unintentional plagiarism by comparing the original passage with your paraphrase. Make sure that you've conveyed the meaning of the passage but that the wording and sentence structure differ from those in the original passage.
<input type="checkbox"/>	4. Note the author, title, and the page or paragraph where the passage can be found.
	To summarize a source:
<input type="checkbox"/>	1. Be sure that you understand the source by reading it carefully.
<input type="checkbox"/>	2. Summarize main and key points in your own words. Make sure that you do more than string together a series of close paraphrases of key passages.
<input type="checkbox"/>	3. Check for unintentional plagiarism by comparing the original source with your summary.
<input type="checkbox"/>	4. Note the author, title, and, if you are summarizing only part of a source, the page or paragraphs where the information can be found.
Notes:	
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